



AWAIS RAHEEM KHAN

PROFILE

Interested to establish my professional career with a progressive organization that commits itself to growth and exploring atmosphere that will allow me to utilize my talents to be a contributing team member where my abilities will be a significant factor in helping to achieve the company goals. I am a Team Player with strong technical, management and communication skills.

WORK EXPERIENCE

Admission Advisor

09/2024 - Present

Beaconhouse International College

- Managed and organize leads data from Facebook and Instagram to support and marketing strategies.
- Ensure accurate recording and streamline follow-up processes, enhancing attention to detail.

Digital Sales Executive

06/2023 - 08/2024

IT Hub Tech Software Solutions SMC PVT LTD

- Managed digital sales operations, ensuring accurate data entry and smooth transactions.
- Regularly communicated with clients, addressing inquiries and providing product information.
- Developed strong organizational skills, contributing to sales growth and a seamless customer experience.

English Lecturer

03/2022 - 05 2023

Kanz School & College

- Designed and delivered comprehensive English curriculum to meet diverse student needs. Conducted regular assessments and provided constructive feedback to support student development. Offered mentorship and organized extracurricular activities to foster student growth.

English Teacher

10/2020 - 02 2022

Dar e Arqam School & College

- Developed and implemented engaging English lessons aligned with the school's curriculum to enhance student learning outcomes. Assessed student performance through various evaluation methods and provided individualized feedback to promote academic growth.

CERTIFICATION

GOVERNMENT COLLEGE OF MANAGEMENT & SCIENCES

- DIPLOMA IN INFORMATION TECHNOLOGY 09/2017 - 08/2018

DUKE UNIVERSITY ON COURSERA

- ENGLISH COMPOSITION 1 01/2024

UNIVERSITY OF LONDON ON COURSERA

- FINDING YOUR PROFESSIONAL VOICE CONFIDENCE & IMPACT 09/2023

REFERENCES

Ammar Bin Saleem

Head Of Marketing

Beaconhouse International College

Email: ammaar.saleem@bic.edu.pk

CONTACT

☎ 0334-8909304

✉ awaisraheem48@gmail.com

📍 Islamabad

EDUCATION

2021 - 2023

Bachelor Of Education (1.5 Year)

ALLAMA IQBAL OPEN UNIVERSITY

2018 - 2020

Master Of Arts In English

QURTUBA UNIVERSITY

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Critical Thinking

TECHNOLOGIES

- Office Automation
- Canva
- Video Editing
- Cap Cut
- Adobe Premier Pro

LANGUAGES

- English (Fluent)
- Urdu (Fluent)